

INSTALLATION CLEARANCE RECORD FOR U.S. CIVILIAN EMPLOYEES

(AE Reg 612-1)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority. Title 5 USC 552a; Title 10, USC 3013.

Principal purpose(s). To document the return of Government property; the deactivation of any accounts with any of the U.S. Government agencies/activities listed on the form; the termination of individual logistics support; and the satisfaction of any indebtedness owned to any U.S. Government agencies/activities listed on the form.

Routine use(s). Information from this system may be disclosed to officials of Germany and its various states (*Länder*) responsible for the enforcement of tax, customs, and other host nation law. Other routine uses include the DOD "Blanket Routine Uses" published at the beginning of the Army's compilation of systems of records notices.

Mandatory or voluntary disclosure and effect of individual not providing information. Submitting the information requested on the form as specified by your supervisor is mandatory. A failure to submit the required information may constitute misconduct IAW Chapter 75, Title 5, Code of Federal Regulations, and may prevent the processing of your final paycheck. In addition, if the information provided is later found to have been misrepresented or is false or incomplete, you may be subjected to potential adverse consequences.

Employee name (last, first, middle initial)	Social security number	Position title/grade	Date of departure
Current duty station/organization	Supervisor's printed name/telephone		Reason for separation
List dependents (include name(s) and date of departure)		New duty station/organization	
		Forwarding address (include Zip Code). Include a telephone number and e-mail address if possible.	

Part A. The following organizations must be cleared with the stamp of the facility:

Facility	Stamp	Facility	Stamp	Facility	Stamp
Housing referral office		PMO for vehicle (POV) registration and weapons registration		Passport office - Void SOFA stamp (sponsor and family members)	
Central furnishing office		Unit mail (APO Box)		Civilian personnel (CPAC, HRO, or COR)	

Part B. You must clear the following unless your supervisor verifies that you have no dealings with the organization. Your supervisor must initial next to the facility for those that you do not have to clear. **Note to the supervisor:** Your initials will certify that you have verified the above employee does not deal with the facility and has no requirement to clear it. Your initials here verify that you understand your responsibility and signed off for some of the organizations listed below. _____ **(Supervisor's initials)**

Facility	Stamp/initials	Facility	Stamp/initials	Facility	Stamp/initials
Installation property book (handreceipts)		Central issue facility (TA-50)		Army Community Service lending closet	
Government purchase card issuing office		Transportation/post motor pool		Army Community Service check control office	
Local IMO - Deactivation of passwords		MEDDAC patient affairs office		Government travel card office	
Post exchange (AAFES)		Army education center		DODDS	
MWR facilities		Community bank		Youth services	
Veterinary clinic		Credit union		Child development services	
Library		Organization Security Office		Other:	

Part C. Return the following items to your supervisor or the issuing office. Sign the bottom of this form to verify that your installation clearance has been completed. Return the completed form to your supervisor. It is your supervisor's responsibility to return the following items and a copy of this form to the applicable offices for final clearance procedures. Your supervisor will keep this form in the office files for 1 year after the date of your departure in case verification is needed reference your installation clearance.

Office keys	ID cards	Ration cards	Installation passes	Other:
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Departing employee. I certify by signing below that I have properly cleared the above organizations and returned all appropriate Government property.

_____ Employee's signature	_____ Date
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If you are a departing U.S. Army civilian, complete the Army Exit Survey at: <http://www.cpol.army.mil/survey/exitsurvey/>.